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21 November 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Agency Committee for the Review of Printing Requirements

1. The ad hoc committee for the review of printing requirements held its first meeting on 21 November. The meeting was limited to a discussion of the problem confronting the Printing Services Division, OL (PSD), the responsibility of the committee and the development of a course of action for the committee to follow.

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2. [ ] who recently conducted an on-the-spot review of PSD, outlined the problem; PSD cannot meet current production requirements with the number of people they now have. The solution to the problem appears to be a simple one, either give PSD the people they need to do the job or reduce production accordingly.

3. The responsibility of the committee is to review printing burdens levied upon the printing services facilities and recommend action to reduce the workload. During a discussion of this subject the following points were noted:

a. Certain Agency publications contain numerous photographs, graphs, illustrations and other extras which might not be necessary.

b. The office of the DD/I is encouraging its personnel to include more photographs and illustrations in DD/I publications.

c. The office of DD/S&T is applying pressure on PSD for production of the more exotic type publications.

d. The task of reproducing certain DD/P documents has been transferred from the field to Headquarters in order to reduce the workload at overseas stations and bases.

e. Agency publications are well received by the White House and are considered to be superior to other publications.

25 YEAR RE-REVIEW

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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4. The committee agreed that the task of reviewing Agency printing requirements should be completed as quickly as possible. Commencing Monday, 25 November, the committee will meet three days each week until the task is completed. The week of 25 November will be devoted to a review of over-all Agency requirements, DD/I requirements and DD/S&T requirements. The following week, of 2 December, will cover DD/P and DD/S requirements.

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